

Preparing Derbyshire's Local Nature Recovery Strategy

The Derbyshire LNRS Advisory Board

Terms of Reference

12 March 2024

The purpose of the LNRS Advisory Board is to make recommendations to Cabinet in respect to its fulfilment of Derbyshire County Council LNRS responsible authority duties.

The LNRS Advisory Board is part of the LNRS governance arrangements shown in Appendix A.

The Advisory Board's terms of reference are as follows.

1) Constitution and Legal

- The Advisory Board is not a legal entity.
- It does not directly control resources, employ staff, nor is it able to enter contractual arrangements.
- It shall not be regarded as a statutory body.

2) Accountability

- The Advisory Board is responsible for reviewing and validating information referred to it by the LNRS Steering Group and formulating this into appropriate updates / recommendations to the Cabinet of Derbyshire County Council.
- The Advisory Board needs to ensure that the Derbyshire LNRS Steering Group has appropriately developed the LNRS preparation to cover all areas of the county to the satisfaction of the supporting authorities.

3) Purpose

- a) To make and oversee arrangements that fulfil the scope of responsibilities set out in Part 4 of the LNRS Information Memorandum provided as Appendix B (as approved by Derbyshire County Council's Cabinet on 11th January 2024).
- a) To ensure that these arrangements are effectively fulfilled within the Government's New Burdens Funding made available to Derbyshire County Council to prepare a Local Nature Recovery Strategy.
- b) To assign the delivery of such arrangements to the Derbyshire LNRS Steering Group.
- c) To provide assurance to the Cabinet of Derbyshire County Council that its LNRS responsibility is fulfilled.

4) Membership

- Councillor Carolyn Renwick (Chairperson)
Cabinet Member – Infrastructure and Environment, Derbyshire County Council
Representing Derbyshire County Council, as the upper tier local authority for the Derbyshire LNRS area (except for Derby City).
- Cllr Virginia Priestley
Vice Chair of Planning and Member Representative for Natural Environment, Biodiversity and Farming, Peak District National Park Authority
Representing the Peak District National Park Authority, as the free-standing local planning authority for the part of the LNRS area in the National Park.
- Cllr Carmel Swan
Cabinet Member for Climate Change, Transport and Sustainability – Derby City Council
Representing Derby City Council, as unitary local authority for the part of the LNRS area outside the administrative area of Derbyshire County Council.
- Dr Miles Watkins
Independent Chair of the LNRS Steering Group
- Name to be confirmed
Chair of the LNRS Supporting Authorities Group (representing the input from Derbyshire's district and borough councils)
- Name to be confirmed
Officer representative from Derby City Council
- Name to be confirmed
Officer representative from the Peak District National Park Authority
- Claire Brailsford
Environment and Transport Director, Derbyshire County Council
- Samantha Lawson
Senior Advisor, Local Nature Recovery Strategies (Derbyshire), Natural England

5) Code of Advisory Board business

All business of the Advisory Board will be conducted in accordance with The Seven Principles of Public Life as defined by the Committee for Standards in Public Life (the Nolan principles). They are as follows.

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

6) Conduct of Advisory Board members

Members commit to:

- Support the purpose of the Advisory Board.
- Provide strategic input into the key decisions of the Advisory Board relating to strategic objectives and delivery plans.
- Contribute their individual knowledge and expertise towards the work of the Advisory Board.
- Work co-operatively with other Advisory Board Members, the secretariat, and relevant partners in the best interests of the Advisory Board.
- Actively support equality, diversity and inclusion in the work of the Advisory Board.
- Represent and be accountable for the wider interests of their sector at Advisory Board meetings.
- Avoid putting themselves in a position where there is a conflict (actual or potential) between their personal interests and those of the Advisory Board.
- Base their views on matters before the Advisory Board on an honest assessment of the available facts and representative engagement results, unbiased by partisan or representative views.
- Support Advisory Board decisions in public, while acknowledging that differences of opinion may arise in discussion.

- Refrain from making statements or expressing opinions on behalf of the Advisory Board, unless specifically authorised to do so.
- Respect the confidentiality of items of business which the Advisory Board decides should remain confidential.
- Honour the obligation on all members not to reveal to third parties the views expressed at meetings.
- Give priority, as far as practicable, to attendance at Advisory Board meetings.

7) Alternate or substitute Advisory Board members

- Advisory Board members should make every effort to attend meetings and to not send a delegate or substitute.
- To maintain consistency and focus alternate members will only be allowed with the prior agreement of the chairperson.

8) Attendance of Advisory Board members

- Advisory Board members (or approved deputies) are expected to attend 100% of the Advisory Board meetings which are expected to take place as follows:
 - 12th March 2024
 - w/c 13th May 2024
 - w/c 8th July 2024
 - w/c 7th October 2024
 - w/c 11th November 2024
 - w/c 9th December 2024
 - w/c 20th January 2025
 - w/c 31st March 2025
- If this attendance rate is not achieved by any member, the Advisory Board through the Chair is entitled to review their membership and ask for an explanation before taking further action.

9) Role of the Chairperson

- The role of the Chair is to ensure the Advisory Board fulfils its purpose as outlined above.
- To do this, the Chair must steer the Advisory Board in a timely, open and transparent manner through its business, ensuring that the views of all Advisory Board members are heard.
- Responsibility for setting the agenda for Advisory Board meetings.

10) Role of the Vice Chairperson

- A vice chairperson will be appointed by the Chairperson from the elected member representatives on the Advisory Board.

- The role of the Vice Chairperson is to support the Chairperson in the exercise of their duties in addition to their normal duties as Advisory Board members.
- They will stand in for the Chair in the event of the Chair's absence and will be the first point of contact if an urgent Advisory Board matter occurs whilst the Chair is not contactable.

11) Meetings

- All meetings will be fully accessible to Advisory Board members and any reasonable adjustments considered when requested to enable full participation.
- Where possible the Advisory Board will make decisions based on consensus and agreement. The Advisory Board may invite observers and / or expert contributors to attend and / or speak at meetings, under the guidance of the Chair. However, meetings will not be conducted in public.
- In line with the principles of public life, it is important that there is transparency around the operation of the Advisory Board. The Advisory Board will work with the secretariat in publishing information on the Advisory Board and its decision-making processes, via the Derbyshire County Council LNRS webpage.
- This information will include:
 - Profiles of Advisory Board Members will be published after the inaugural Advisory Board meeting.
 - All Advisory Board meeting papers, to be published 5 working days in advance of the meeting.
 - Draft minutes, to be published within 10 working days following the meeting.
 - Final minutes, to be published within 5 working days following approval by the Advisory Board.
 - Any conflicts of interest reported, to be formally noted within the published minutes.
 - The default position is that all Advisory Board papers are published. Where there is a need to keep a report private, the Advisory Board will use Derbyshire County Council's governance and finance arrangements to consider what constitutes justification for this.

12) Data Protection and GDPR

- The Advisory Board will accord with the Privacy Policy of Derbyshire County Council. [Privacy policy - Our Derbyshire](#)

13) Secretariat

- The secretariat function to the Advisory Board will be provided by the Derbyshire County Council LNRS Officer Advisory Group.

Date approved: 12 March 2024

Appendix A: LNRS governance arrangements

